

TOWN OF HOLDEN
Position Description
FLSA: Non-Exempt

Position Title: **Building Inspector and Code Enforcement Officer** **2033**
Department: Building and Code Enforcement

Reports To: _____ Date: September 2015

GENERAL SUMMARY:

Under general direction, responsible for administrative and technical functions and duties in connection with the interpretation, processing, and enforcement of building codes, zoning bylaws and applicable Town bylaws. Supervises activities of part-time/contract Building, Plumbing, and Wiring Inspectors. Responsible for working with outside vendors to maintain and upgrade the Town of Holden online permitting system. Supervises day to day office functions for Board of Health and administrative staff who assist the Board of Health, Planning Board, ZBA, and Conservation Commission.

ESSENTIAL JOB FUNCTIONS*:

- Plans, organizes, develops, and directs building inspections program for commercial and residential structures.
- Obtains compliance and enforcement of building, electrical, plumbing, gas, and zoning codes and regulations.
- Oversees and participates the Town's inspection program as required.
- Reviews and checks plans and specifications of building contracts to ensure compliance with building codes; issues building permits, supervises the maintenance of records of permits issued, and the collection of any related fees, recording of same, and remitting to Town Treasurer.
- Reviews, plans and inspects construction sites to ensure conformance with Town zoning and Subdivision control regulations; notifies appropriate parties in the event of non-compliance.
- Directs, inspects, and supervises the work of other part-time inspectors. Reviews the work of subordinates through field inspections and review of reports; evaluates the work of subordinate employees.
- Interprets and enforces the Town's sign bylaws.
- Acts on any question relative to the mode or manner of construction and the materials to be used in the construction, alteration, repair, demolition, removal, and maintenance of all buildings and structures within the Town.
- Issues all necessary notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate egress facilities in new and existing buildings and structures, and to ensure compliance with all code requirements for the safety, health, and general welfare of the public.
- Keeps in a public place and open to public inspection during normal working hours official records of applications received, permits and certificates issued, fees collected, reports of inspections, variances in special permits granted, and notices and orders issued.

- Prepares and submits a variety of reports and records related to departmental activities.

OTHER DUTIES AND RESPONSIBILITIES:

- May attend Selectmen, Zoning Board and Planning Board meetings and others to provide information and respond to inquiries/requests.
- Establishes the operating and capital budgets for the department.
- Ensures expenditures are within approved line items.
- Performs all other duties as required or assigned

SKILLS/EXPERIENCE/TRAINING REQUIRED:

In accordance with M.G.L. c. 143, section 3, the Building and Code Enforcement Commissioner shall have at least five years of experience in the supervision of building construction or design, or in the alternative a four year undergraduate degree in a field related to building construction or design, or any combination of education and experience which would confer equivalent knowledge and ability. Each inspector of buildings/building commissioner shall be certified (or have the ability to be certified) by the BBRS in accordance with the provisions of 780 CMR R7. In addition, a Construction Supervisor's license, strong zoning enforcement, interpersonal skills, computer skills, and ability to deal with multiple and diverse issues and groups is preferred.

SUPERVISORY RESPONSIBILITY:

Supervises the activities and functions of part-time/contract Inspector of Buildings, , Plumbing Inspector, and Wiring Inspector, as well as administrative support staff.

WORKING CONDITIONS:

Frequent periods spent inspecting buildings in non-office environments with exposure to weather extremes, frequent walking, standing and climbing. Occasional requirement for sustained uncomfortable physical positions, exposure to construction site hazards and falls from heights. Lightweight lifting and carrying of work materials. Work is subject to interruptions to handle emergency situations. Travel by car within the Town and to neighboring towns is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**